

[Your Company Letterhead]

[Date]

[Subcontractor's Name]

[Subcontractor's Address]

[City, State, Zip Code]

Dear [Subcontractor's Name],

Subject: Subcontract Agreement Terms

We are pleased to inform you that we would like to engage your services for [specific project or service] under the following terms:

1. **\*\*Scope of Work\*\***:

- [Detailed description of the work to be performed]

2. **\*\*Schedule\*\***:

- Start Date: [Start Date]

- Completion Date: [Completion Date]

3. **\*\*Payment Terms\*\***:

- Total Compensation: [Amount]

- Payment Schedule: [Detail payment intervals and conditions]

4. **\*\*Responsibilities\*\***:

- [List specific responsibilities of the subcontractor]

5. **\*\*Compliance\*\***:

- [Any compliance or regulatory requirements]

Please confirm your acceptance of these terms by signing below and returning a copy of this letter by [Return Date].

We look forward to a successful collaboration.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

-----  
Accepted by:

[Subcontractor's Name]

[Title]

[Date]